

**DIRECTOR OF EXTERNAL INITIATIVES – COLUMBIA COLLEGE  
GRANT-FUNDED POSITION**

**DEFINITION**

Under general administrative direction, plans, organizes and directs services, activities and operations that support student success and facilitate student learning across the spectrum of alternative, community based, and off-campus instructional programs and initiatives.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from a dean, vice president, or designee.

Provides direct supervision to technical staff, administrative support staff, student employees, and other staff as assigned.

**EXAMPLES OF DUTIES**

- Plan, direct, manage and oversee the operations of assigned staff, offices, activities and programs which may include but are not limited to: dual enrollment, prison education, adult basic education, community education, video-broadcast education, and enrollment growth initiatives.
- Collaborate with staff, faculty, Councils, Committees, etc. to develop new strategies to support and facilitate student engagement, student success, and instructional effectiveness.
- Act as liaison between the College and other educational institutions (high schools, prisons, educational foundations, colleges, and universities), community organizations, and/or industry professionals.
- Maintain communication with administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities
- Respond to student, staff, and faculty interest and concerns regarding processes, activities, policies, procedures, federal and state law pertaining to assigned services, operations, and functions.
- Develop, supervise, and evaluate assigned staff.
- Establish and implement a process for systematic review and evaluation of assigned operations, offices, activities, programs, units, etc. Utilize data, outcomes and recommendations to improve, strengthen and enhance operations and services to cultivate high quality, student focused learning environments and experiences.
- Participate in the development, implementation, and evaluation of plans, programs and initiatives related to alternative, community-based, and off-campus learning environments.
- Assist with the creation, preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

- Assist in budget planning and development, expenditure monitoring, and quarterly and year-end reports.
- Work with Information Technology to coordinate and ensure the accuracy of the collection, processing, and reporting of student data as directed.
- Apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
- Supervise the maintenance and secure conveyance of student academic records.
- Provide college-wide leadership and guidance on matters pertaining to dual enrollment, prison education, adult basic education, community education, external outreach projects, etc.
- Liaise with California Community College Chancellor's Office on matters pertaining to dual enrollment, prison education, adult basic education, community education, external outreach projects, etc.
- Serve on college, district, regional, and state-wide committees, work-groups, task-forces, etc.
- Perform other duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require evening and weekend hours.
- Travel to other District facilities required.
- Travel to other sites, both within and outside of the District service area, to supervise activities is required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- The diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Practices and procedures necessary to administer effective and supportive student services.
- Applicable state, federal, and District laws, regulations, policies, and procedures relating to dual enrollment, prison education, adult basic education, community education, external outreach projects, etc.
- Federal and state student privacy laws.
- Operational principles and practices of corrections facilities and of effective inmate education.
- Principles of human resource management and leadership including effective employee evaluation and staff development techniques.
- Educational programs and organizations
- Records management techniques.
- Operation of computers, peripherals, and software programs, including student information systems, database management, spreadsheets, word processing, and specialized software related to area of assignment, including capabilities and limitations.
- Data analysis and processing, and word processing programs.
- Marketing, promotion and public relations techniques.

**Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students
- Encourage professional excellence among the staff and promote an organizational culture of customer service innovation, and quality services.
- Independently plan, organize and complete clearly defined assignments with minimal supervisory control or detailed instruction while meeting deadlines.
- Read, understand, analyze, and apply complex written materials and specialized technical and administrative principles, practices, and procedures related to assigned administrative related functions.
- Communicate effectively with diverse constituencies, within and outside the district.
- Demonstrate strong interpersonal skills including tact, patience and diplomacy.
- Exercise sound judgment in the performance of duties.
- Manage diverse groups of staff.
- Motivate staff to achieve common goals and objectives, effectively making change when necessary.
- Continually improve the efficiency and effectiveness of practices, procedures, etc.
- Demonstrate strong decision making and organizational skills.
- Demonstrate effective oral and written communication skills to include public speaking.
- Coordinate, plan and organize work effectively.
- Research, gather, analyze, interpret, compile, evaluate, and verify a variety of data and information.
- Work independently, using independent judgment and taking initiative to develop an effective course of action to resolve conflicts, develop solutions, and resolve problems.
- Manage assignments and projects under time pressure.
- Use good judgment in analyzing situations.
- Communicate effectively in both oral and written form to express difficult and complex concepts clearly and concisely.

**Licenses and Certificates:**

Possession of a valid California Motor Vehicle Operator's License.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

**Pattern I**

- Education: Possession of a Master’s Degree in any field from an accredited institution.
- Experience: Three years of increasingly responsible administrative experience in a community college with one year of lead or supervisory experience preferred.

**OR Pattern II**

- Education: Possession of a Bachelor’s Degree in any field from an accredited institution.
- Experience: Five years of increasingly responsible administrative experience in a community college with one year of lead or supervisory experience preferred.